

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

JAY ASH
SECRETARY OF HOUSING AND
ECONOMIC DEVELOPMENT



**Commonwealth of Massachusetts
Division of Professional Licensure
Office of Public Safety and Inspections
Architectural Access Board**

1 Ashburton Place, Rm 1310 • Boston • Massachusetts • 02108
V: 617-727-0660 • www.mass.gov/aab • Fax: 617-727-0665

JOHN C. CHAPMAN
UNDERSECRETARY OF
CONSUMER AFFAIRS AND
BUSINESS REGULATION

CHARLES BORSTEL
COMMISSIONER, DIVISION OF
PROFESSIONAL LICENSURE

THOMAS HOPKINS
EXECUTIVE DIRECTOR

AMENDED APPLICATION FOR VARIANCE

Docket: _____

INSTRUCTIONS:

- 1) Answer all questions on this application to the best of your ability.
- 2) Attach whatever documents you feel are necessary to meet the standard of impracticability laid out in 521 CMR 4.1. You must show that either:
 - a. Compliance is technologically infeasible, or
 - b. Compliance would result in an excessive and unreasonable cost without any substantial benefit for persons with disabilities.
- 3) Please ensure that attached documents are no larger than 11" x 17". Common attachments include:
 - a. Floor plans,
 - b. Site plans which include the location of buildings and the meets and bounds of the property,
 - c. Cross-sectional drawings,
 - d. Color photographs,
 - e. Test drawings,
 - f. Cost estimates,
 - g. Copies of the Property Card, and/or
 - h. Narratives, including accommodation plans.
- 4) Sign the Application.
- 5) Burn copies of the application and all attached documents onto a Compact Disc (CD or DVD only, no flash drives will be accepted).
- 6) Provide full copies of the application and all attached documentation, on both Paper and CD/DVD to the:
 - a. Local Building Department,
 - b. Local Commission on Disability (if applicable in the town where the project is located), and
 - c. The Independent Living Center (ILC) for your region.
(The ILC that serves your region can be found at: <http://www.masilc.org>.)
- 7) Provide to the Board:
 - a. A completed copy of the application and all attached documents,
 - b. A copy of the CD/DVD,
 - c. The completed, signed, and notarized Service Notice (included as Page 4 of this application).
- 8) The deadline for submission of amendments is at least 3 business days prior to the date of a particular meeting of the Board. (The annual calendar of meetings can be found on <http://www.mass.gov/aab>.)

Date: _____

Signature of owner or authorized agent *(required)*

PLEASE PRINT:

Name

Organization (If Applicable)

Address

Address 2 (optional)

City/Town

State

Zip Code

E-mail

Telephone

SERVICE NOTICE

I, _____, as _____
(name) (relationship to the applicant)
for the Petitioner _____ submit a
(name of the applicant)
variance application filed with the Massachusetts Architectural Access Board on _____.
(date variance submitted)

HEREBY CERTIFY UNDER THE PAINS AND PENALTIES OF PERJURY THAT I SERVED OR CAUSED TO BE SERVED, A COPY OF THIS VARIANCE APPLICATION ON THE FOLLOWING PERSON(S) IN THE FOLLOWING MANNER:

<u>NAME AND ADDRESS OF PERSON OR AGENCY SERVED</u>		<u>METHOD OF SERVICE</u>	<u>DATE OF SERVICE</u>
1 Building Department			
2 Local Commission on Disability (If Applicable)			
3 Independent Living Center			
4 2 nd ILC (Boston Only)			

AND CERTIFY UNDER THE PAINS AND PENALTIES OF PERJURY THAT THE ABOVE STATEMENTS TO THE BEST OF MY KNOWLEDGE ARE TRUE AND ACCURATE.

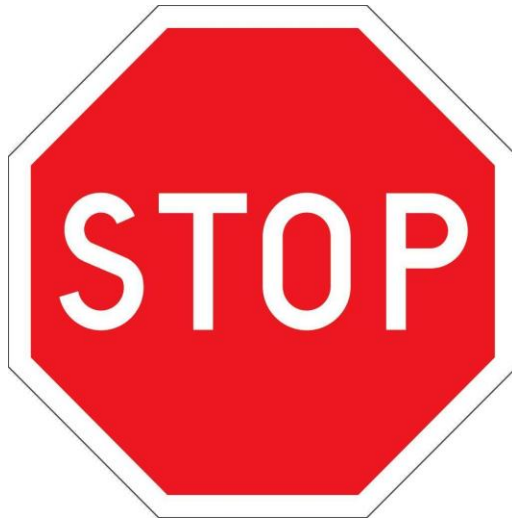
Signature: Appellant or Petitioner

On the _____ Day of _____ 20_____
PERSONALLY APPEARED BEFORE ME THE ABOVE NAMED

(Type or Print the Name of the Appellant)

NOTARY PUBLIC

MY COMMISSION EXPIRES



Before you send in your amendment, have you:

- ☐ Answered all questions on the application;
- ☐ Signed the application and included up to date contact info;
- ☐ Made a copy of your entire application, including all attached documents, on CD or DVD;
 - Flash drives are not permitted.
- ☐ Sent copies of the completed application, all attached documents, and CD/DVD to:
 - ☐ The local Building Department,
 - ☐ The local Commission on Disability, and
 - ☐ The Independent Living Center (ILC) for the region in which the property is located; and
 - There are two ILCs for projects located in Boston:
 - The Boston Center for Independent Living
 - The Multicultural Independent Living Center of Boston
- ☐ Filled out the Service Notice (page 4 of the application) including all parties and the method and date of service for each, and had it signed and notarized

Please Note: Failure to follow these instructions (as found on page 1 of the application) could result in your request not being docketed until such time as we have received a fully completed application.